



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Bob Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET**

For the Regular Meeting of Wednesday

April 6, 2016

7:00 P.M. Regular Meeting

Community Center
1601 Discovery Bay Boulevard



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday April 6, 2016

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

C. AREA AGENCIES REPORTS / PRESENTATION

1. Sheriff's Office Report
2. CHP Report
3. East Contra Costa Fire Protection District Report
4. Supervisor Mary Piepho, District III Report

D. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report
2. County Planning Commission Report
3. Code Enforcement Report
4. Special Districts Report**

**These meetings are held Quarterly

E. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of regular meeting for March 16, 2016
2. Approve Register of District Invoices

F. BUSINESS AND ACTION ITEMS

1. Award of Bid for the Wastewater Treatment Plant No.2 Effluent Filtration Project to Lowest Responsive Bidder
2. Direction to HERWIT Engineering to prepare 2016-2017 Annual Assessment Report for the Ravenswood Improvement District, Discovery Bay Landscape & Lighting Zone #9
3. Contra Costa LAFCO request for comments on a Draft Agricultural and Open Space Preservation Policy
4. Contract to Old School Concrete in the amount of \$14,250 for Concrete Work at the Community Center

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

1. Accept the report from the Water and Wastewater Manager and Interim General Manager on Town Water Conservation

H. PRESENTATIONS

1. East County Volunteers For Equal Protection – Funding for Fire Services – Hal Bray

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

J. MANAGER'S REPORT – Discussion and Possible Action

K. GENERAL MANAGER'S REPORT – Discussion and Possible Action

L. DISTRICT LEGAL COUNSEL REPORT

M. SUB-COMMITTEE UPDATES – Discussion and Possible Action

1. Water and Wastewater Sub-Committee meeting

N. CORRESPONDENCE – Discussion and Possible Action

1. R - Letter from Randi Laforge and Robert Lyman regarding the Pickleball Courts – March 20, 2016
2. R – Letter from Water Boards, CVRWQCB regarding approval for flow increase, Town of Discovery Bay Wastewater Treatment Plant - March 17, 2016

O. PUBLIC RECORD REQUESTS RECEIVED - None

P. FUTURE AGENDA ITEMS

Q. ADJOURNMENT

1. Adjourn to the next regular meeting of April 20, 2016 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

There are no written materials for agenda items listed below:

- C. AREA AGENCIES REPORTS / PRESENTATION
- D. COMMITTEE/LIAISON REPORTS
- G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY) Provided at the meeting
Accept the report from the Water and Wastewater Manager and Interim General Manager on Town Water Conservation
- H. PRESENTATIONS—East County Volunteers For Equal Protection – Funding for Fire Services
Hal Bray
- I. PRESIDENT REPORT AND DIRECTORS' COMMENTS
- J. MANAGER'S REPORT – Discussion and Possible Action
- K. GENERAL MANAGER'S REPORT – Discussion and Possible Action
- L. DISTRICT LEGAL COUNSEL REPORT
- M. SUB-COMMITTEE UPDATES – Discussion and Possible Action



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday March 16, 2016
REGULAR MEETING 7:00 P.M.**

**Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

**Call business meeting to order – 7:00 p.m. by President Pease
Pledge of Allegiance – Led by Director Simon
Roll Call – All Present**

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None

C. PRESENTATIONS

1. Veolia Report – Month of February 2016

Project Manager Berney Sadler – Provided the details of the February 2016 Monthly Operations Report.

D. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of special meeting for March 2, 2016
2. Approval of DRAFT minutes of regular meeting for March 2, 2016
3. Approve Register of District Invoices

Motion by: Director Graves to approve the Consent Calendar.

Second by: Director Simon

Vote: Motion Carried – AYES: 5 NOES: 0

E. BUSINESS AND ACTION ITEMS

1. Audited Financial Statements: Receive report from the District's Auditor and consider approving the FY 2014-15 Audited Financial Statements

Motion by: Director Graves to approve and accept the FY 2014-15 Audited Financial Statements.

Second by: Director Simon

Vote: Motion Carried – AYES: 5 NOES: 0

The Board expressed appreciation to Dina and the Finance Staff for their hard work on the Audited Financial Statements.

2. General Manager Recruitment: Provide input to Bob Murray and Associates regarding the Board's expectations for the new District General Manager

Bob Murray – Provided additional information regarding General Manager Recruitment. There was discussion between the Board and Bob Murray.

No Motion

3. Contract with Veolia Water West Operating Services Inc.: Consider and approve the First Five-Year Extension to the contract for the operation and maintenance of the Town's water and wastewater facilities

General Manager Kutsuris – Provided details regarding E-3

District Engineer Harris – Provided additional details regarding the Veolia Contract

There was discussion between the General Manager and the Board. Vice-President of Veolia Water West Operating Services Inc. thanked the Town of Discovery Bay Board and staff for the renewal of the contract.

Motion by: Director Graves to authorize the Board President and the Interim General Manager to sign, on behalf of the District, the First Amendment and Renewal of the Contract for the operation and maintenance of water and wastewater facilities.

Second by: Vice-President Leete

Vote: Motion Carried – AYES: 5 NOES: 0

4. Contract for raising sewer manholes and water valve lids: Consider approving a contract with J.W. Backhoe for \$11,350.00 to raise sewer manhole and water valve lids

General Manager Kutsuris – Provided the details of item E-4.

Water and Wastewater Manager Koehne – Provided additional details for item E-4. There was discussion between the Board, the Water and Wastewater Manager and the General Manager regarding the evaluation of raising all of the District Manholes.

Motion by: Director Simon to Authorize the Interim General Manager, or designee, to sign an \$11,350.00 contract with J.W. Backhoe and Construction to raise selected sewer manhole covers and water valve covers.

Second by: Director Graves

Vote: Motion Carried – AYES: 5 NOES: 0

5. Consider sending a letter of opposition to Senate Bill 885 (Duty to Defend Reform)

General Manager Kutsuris – Provided the details of item E-5. There was discussion between the Board and the General Manager.

Motion by: Director Graves to send a letter, signed by President Pease, opposing Senate Bill 885 as recommended by the California Special Districts Association

Second by: Director Simon

Vote: Motion Carried – AYES: 5 NOES: 0

F. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

G. PRESIDENT REPORT AND DIRECTORS' COMMENTS

1. Water Education Foundation – California Water Resources Event – Director Graves

Director Graves – Provided a presentation regarding his California Water Resources Event.

H. MANAGER'S REPORTS – Discussion and Possible Action

None

I. GENERAL MANAGER'S REPORT – Discussion and Possible Action

1. Ground Water Sustainability Plan

General Manager Kutsuris – Provided details regarding the Ground Water Sustainability Plan

There was discussion between the Board, Legal, and the General Manager regarding a letter of support.

Motion by: Director Graves to give the General Manager the authority to DRAFT a letter, to be signed by the Board President, in support of the Sub-Basin application.

Second by: Vice-President Leete

Vote: Motion Carried – AYES: 5 NOES: 0

General Manager Kutsuris – Provided the details regarding the LAFCO nomination and designating the voting delegate – there is one nominee (Mike McGill) and the item will not be brought back to the Board.

2. Compliance Inspection and Notice of Violation Response

General Manager Kutsuris – Provided details of the completion of the Plant No. 2 paving as required by the Regional Water Quality Control Board. The General Manager commended Berney Sadler with Veolia and Gregory Harris with Herwit for their quick action to respond to this issue.

J. DISTRICT LEGAL COUNSEL REPORT

None

K. SUB-COMMITTEE UPDATES – Discussion and Possible Action

1. Parks and Recreation Sub-Committee meeting

President Pease and Director Steele – Provided the details of the Parks and Recreation Sub-Committee

L. CORRESPONDENCE – Discussion and Possible Action

1. Contra Costa County Aviation Advisory Committee meeting minutes for 01-14-2016
2. Contra Costa County Aviation Advisory Committee meeting minutes for 02-11-2016
3. East Contra County Fire Protection District meeting minutes for 02-01-2016

M. PUBLIC RECORD REQUESTS RECEIVED

1. Public Records Request – Request from SmartProcure – Regarding PO/Vendor Information – Received on March 8, 2016

There was discussion between the Board and the General Manager regarding the completed Public Records Request

N. FUTURE AGENDA ITEMS

None

O. ADJOURNMENT

The meeting adjourned at 8:29 p.m. to the next regular meeting of April 6, 2016 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 03-28-16

<http://www.todb.ca.gov/agendas-minutes>



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

April 06, 2016

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk
Submitted By: Catherine Kutsuris, Interem General Manager

Agenda Title

Approve Register of District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 169,316.04

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2015/2016

Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2015/2016

Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2015/2016

AGENDA ITEM: E-2

**Request For Authorization To Pay Invoices (RFA)
For The Meeting On April 06, 2016
Town of Discovery Bay CSD
For Fiscal Year's 7/15 - 6/16**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Administration				
Bruce Jett Associates, Inc.	17162	Sliifer Park (Z61)	12/31/15	\$1,397.94
Bruce Jett Associates, Inc.	17165	Sliifer Park (Z61)	12/31/15	\$3,604.82
Commercial Tree Care	24424	Tree Work (Z61St)	03/03/16	\$8,400.00
Delta Debris Box Service	19-0001222	20 Yd Bin (Z57,Z61)	02/29/16	\$272.00
I & T Backflow Testing	569	Install Backflow (Z57)	03/11/16	\$100.00
Tee Janitorial & Maintenance	8221	Janitorial Service Mar 2016 (Z57,Z61)	03/16/16	\$80.00
			Administration	Sub-Total
				\$13,854.76
Water				
Aflac	602491	Supplemental Insurance April 2016	03/26/16	\$273.76
Alhambra	13710019 031816	Bottle Water Service	03/18/16	\$8.35
Badger Meter	80005645	Beacon Cellular Data Charge Jan 2016	02/25/16	\$987.01
Bartle Wells Associates	1007D	Water Rate Study	03/10/16	\$1,459.16
Big Dog Computer	BDC33198	Caselle Backup Assistance	03/09/16	\$13.00
Big Dog Computer	BDC33200	Monthly Backup	03/14/16	\$76.50
Bill Pease	MAR 2016	Expense Report Mar 2016	03/25/16	\$138.00
Bob Murray & Associates	6661	Professional Fees	03/16/16	\$600.00
Catherine Kutsuris	MAR 2016	Expense Report Mar 2016	03/18/16	\$15.18
Chris Steele	MAR 2016	Expense Report Mar 2016	03/25/16	\$138.00
Cintas	185547333	Uniforms	03/09/16	\$11.19
Cintas	185548194	Uniforms	03/16/16	\$11.19
Cintas	185549085	Uniforms	03/23/16	\$11.19
Comcast	8155400350232946/316	Internet Service Mar 2016 WWTP#1	03/03/16	\$91.12
County Of Contra Costa, Dept of Info Tec	10175	Data Processing Feb 2016	03/14/16	\$19.40
Crystal Pryor	Yacht Dr	Closed Account, Refund Overpayment	03/25/16	\$25.00
Discovery Pest Control	174839	Pest Control	03/15/16	\$27.20
Freedom Mailing Service, Inc	28568	Water Bill Processing Feb 2016	03/10/16	\$1,032.19
Innovative Computing Systems, Inc.	77578	IT Consulting	09/30/15	\$164.00
J.W. Backhoe & Construction, Inc.	2551	Water Leak Firwood Ct	03/08/16	\$886.75
J.W. Backhoe & Construction, Inc.	2552	Water Leak Shell Ct	03/08/16	\$2,395.30
J.W. Backhoe & Construction, Inc.	2555	Paved Beaver Ln & Beaver Ct	03/10/16	\$5,887.71
J.W. Backhoe & Construction, Inc.	2559	Water Leak Discovery Pt	03/11/16	\$2,881.60
Kevin Graves	MAR 2016	Expense Report Mar 2016	03/25/16	\$64.51
Kleinfelder, Inc.	1099762	Equipment Cover WWTP#2	03/17/16	\$1,424.70
Koff & Associates	2965	Classification & Compensation Study	03/03/16	\$1,732.80
Luhdorff & Scalmanini	31633	General Engineering Services	02/28/16	\$9,979.35
Mark Simon	MAR 2016	Expense Report Mar 2016	03/25/16	\$138.00
National Meter & Automation, Inc.	51069598.001	Water Meters	03/08/16	\$9,136.40
Neumiller & Beardslee	275697	Professional Services Feb 2016	03/21/16	\$3,400.60
Neumiller & Beardslee	275698	Hofmann v. TODB	03/21/16	\$189.20
Neumiller & Beardslee	275699	Pantages	03/21/16	\$25.80
Office Depot	826910930001	Office Supplies	02/29/16	\$54.57
Office Depot	827565852001	Office Supplies	03/03/16	\$64.42
Office Depot	827565999001	Office Supplies	03/06/16	\$6.81
Office Depot	827566000001	Office Supplies	03/03/16	\$8.24
Office Depot	827592230001	Office Supplies	03/03/16	\$48.96
Office Depot	828697349001	Office Supplies	03/09/16	\$6.78
Office Depot	828697571001	Office Supplies	03/09/16	\$40.79
Pacific Gas & Electric	1521433231-2/031316	Electric & Gas Bill 02/11/16-03/11/16	03/13/16	\$2,702.07
Pacific Gas & Electric	2943721807-5/031016	Electric & Gas Bill 02/09/16-03/09/16	03/10/16	\$11,073.97
Rebecca Casey	Natoma Ct	Closed Account, Refund Overpayment	03/25/16	\$9.04
ReliaStar Life Insurance Company	#JR52 457(B) 033116	457(b) 03/15/16-03/31/16	03/31/16	\$317.77
Robert Leete	MAR 2016	Expense Report Mar 2016	03/25/16	\$147.58
SDRMA	19283	Ancillary Benefits April 2016	03/24/16	\$433.04
Some Gave All	MAR 2016	Expense Report Mar 2016	03/25/16	\$287.70
Sue Heini	MAR 2016	Expense Report Mar 2016	03/18/16	\$3.92
TASC	450775312003/0416	IRS Sec 125 Health Savings Account	04/01/06	\$241.66
Tee Janitorial & Maintenance	8221	Janitorial Service Mar 2016	03/16/16	\$285.60
Univar	SJ733380	Chemicals Delivered 03/02/16	03/02/16	\$176.66
Univar	SJ733381	Chemicals Delivered 03/02/16	03/02/16	\$277.04
Verizon Wireless	9761192631	Cell Phone Bill Feb 2016	02/26/16	\$292.92
			Water	Sub-Total
				\$59,723.70
Wastewater				
Aflac	602491	Supplemental Insurance April 2016	03/26/16	\$410.62
Alhambra	13710019 031816	Bottle Water Service	03/18/16	\$12.52
Backflow Apparatus & Valve Co.	747842	Backflow Kits WWTP#2	03/02/16	\$730.12
Bartle Wells Associates	1007E	Wastewater Rate Study	03/10/16	\$1,320.00
Big Dog Computer	BDC33198	Caselle Backup Assistance	03/09/16	\$19.50

Big Dog Computer	BDC33199	Final Turn-up From ATT to Megapath	03/13/16	\$62.50
Big Dog Computer	BDC33200	Monthly Backup	03/14/16	\$114.75
Big Dog Computer	BDC33203	Email Box SCADA Alerts	03/17/16	\$50.00
Bill Pease	MAR 2016	Expense Report Mar 2016	03/25/16	\$207.00
Bob Murray & Associates	6661	Professional Fees	03/16/16	\$900.00
Catherine Kutsuris	MAR 2016	Expense Report Mar 2016	03/18/16	\$22.77
Chris Steele	MAR 2016	Expense Report Mar 2016	03/25/16	\$207.00
Cintas	185547333	Uniforms	03/09/16	\$16.78
Cintas	185548194	Uniforms	03/16/16	\$16.78
Cintas	185549085	Uniforms	03/23/16	\$16.78
Comcast	8155400350232938/316	Internet Service Mar 2016 WWTP#2	03/03/16	\$116.17
County Of Contra Costa, Dept of Info Tec	10175	Data Processing Feb 2016	03/14/16	\$29.10
Discovery Pest Control	174839	Pest Control	03/15/16	\$40.80
Innovative Computing Systems, Inc.	77578	IT Consulting	09/30/15	\$246.00
J.W. Backhoe & Construction, Inc.	2557	Install Pipe WWTP#2	03/11/16	\$1,483.49
Janette Saale-Delta Seaweed Removal	2015 LEASE DEPOSIT	Lease Deposit Delta Seaweed Removal	03/16/16	\$1,500.00
Kevin Graves	MAR 2016	Expense Report Mar 2016	03/25/16	\$96.76
Kleinfelder, Inc.	1099762	Equipment Cover WWTP#2	03/17/16	\$2,137.05
Koff & Associates	2965	Classification & Compensation Study	03/03/16	\$2,599.20
Mark Simon	MAR 2016	Expense Report Mar 2016	03/25/16	\$207.00
Neopost (Postage Account)	7900044908384658/316	Postage	03/15/16	\$2.92
Neumiller & Beardslee	275697	Professional Services Feb 2016	03/21/16	\$5,100.89
Neumiller & Beardslee	275698	Hofmann v. TODB	03/21/16	\$283.80
Neumiller & Beardslee	275699	Pantages	03/21/16	\$38.70
Office Depot	826910930001	Office Supplies	02/29/16	\$81.84
Office Depot	827565852001	Office Supplies	03/03/16	\$96.62
Office Depot	827565999001	Office Supplies	03/06/16	\$10.21
Office Depot	827566000001	Office Supplies	03/03/16	\$12.36
Office Depot	827592230001	Office Supplies	03/03/16	\$73.44
Office Depot	828697349001	Office Supplies	03/09/16	\$10.17
Office Depot	828697571001	Office Supplies	03/09/16	\$61.17
Pacific Gas & Electric	1181942262-4/030916	Electric & Gas Bill 02/08/16-03/08/16	03/09/16	\$2,530.16
Pacific Gas & Electric	7312115758-7/031316	Electric & Gas Bill 02/10/16-03/10/16	03/13/16	\$26,493.26
ReliaStar Life Insurance Company	#JRS2 457(B) 033116	457(b) 03/15/16-03/31/16	03/31/16	\$476.65
Robert Leete	MAR 2016	Expense Report Mar 2016	03/25/16	\$221.35
SDRMA	19283	Ancillary Benefits April 2016	03/24/16	\$649.54
Some Gave All	MAR 2016	Expense Report Mar 2016	03/25/16	\$431.53
Sue Heintl	MAR 2016	Expense Report Mar 2016	03/18/16	\$5.86
TASC	450775312003/0416	IRS Sec 125 Health Savings Account	04/01/06	\$362.49
Tee Janitorial & Maintenance	8221	Janitorial Service Mar 2016	03/16/16	\$428.40
Veolia Water North America	56162	Rehab Transfer Stations WWTP	03/11/16	\$89.48
Veolia Water North America	56163	WWTP#1 Blowers	03/11/16	\$655.25
Veolia Water North America	56164	General Repairs Pumps	03/11/16	\$1,449.56
Veolia Water North America	56165	WWTP#1 RAS Pump Station Control Panel	03/11/16	\$1,332.80
Veolia Water North America	56166	Upgrade Ox Ditch Project 4	03/11/16	\$9,016.10
Veolia Water North America	56173	Misc. Small Tools	03/11/16	\$331.40
Verizon Wireless	9761192631	Cell Phone Bill Feb 2016	02/26/16	\$439.36

Wastewater Sub-Total \$63,248.00

Community Center

Home Front Heating And Air Conditioning	2	Heating & Air Conditioner	03/01/16	\$488.00
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Community Center Sub-Total \$488.00

Grand Total \$137,314.46

Request For Authorization To Pay Invoices (RFA)
For The Meeting On April 06, 2016
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/15 - 6/16

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Alhambra	13710019 031816	Community Center-Bottle Water Service	03/18/16	\$39.82
Big Dog Computer	BDC33202	Community Center-Server Housekeeping & Updates	03/14/16	\$382.50
Cintas	185547333	Uniforms	03/09/16	\$18.49
Cintas	185547333	Community Center-Mats	03/09/16	\$40.44
Cintas	185548194	Uniforms	03/16/16	\$18.49
Cintas	185548194	Community Center-Mats	03/16/16	\$40.44
Cintas	185549085	Uniforms	03/23/16	\$27.89
Cintas	185549085	Community Center-Mats	03/23/16	\$40.44
Comcast	8155400350238372/316	Internet Service	03/22/16	\$56.76
Comcast	8155400350238372/316	Community Center-Internet Service	03/22/16	\$56.77
Delta Debris Box Service	19-0001222	20 Yd Bin	02/29/16	\$136.02
I & T Backflow Testing	569	Install Backflow	03/11/16	\$231.86
Karrie Or Terry Bostard	1	Community Center-Class Canceled, Refund	03/25/16	\$225.00
Kidz Love Soccer	2016WI-F122	Community Center-Program Fees	03/21/16	\$2,002.50
Neumiller & Beardslee	275697	Professional Services Feb 2016	03/21/16	\$932.70
Neumiller & Beardslee	275697	Community Center-Professional Services Feb 2016	03/21/16	\$183.00
Office Depot	829658710001	Community Center-Office Supplies	03/11/16	\$74.47
Office Depot	829658900001	Community Center-Office Supplies	03/11/16	\$21.01
Pacific Gas & Electric	0869258994-1/030916	Electric & Gas Bill 02/08/16-03/08/16	03/09/16	\$399.43
Pacific Gas & Electric	5702839598-6/031016	Community Center-Electric & Gas Bill 02/08/16-03/08/16	03/10/16	\$548.27
Pacific Gas & Electric	59397434421-5/031616	Electric & Gas Bill 02/17/16-03/16/16	03/16/16	\$7,676.91
Tee Janitorial & Maintenance	8221	Janitorial Service Mar 2016	03/16/16	\$720.00
Tee Janitorial & Maintenance	8221	Community Center-Janitorial Service Mar 2016	03/16/16	\$260.00
Town of Discovery Bay, CSD	9-900-000-002-6.02	Community Center-Water Bill 02/01/16-02/29/16	02/29/16	\$75.54
Town of Discovery Bay, CSD	9-900-000-002-7.02	Water Bill 02/01/16-02/29/16	02/29/16	\$3.02
Town of Discovery Bay, CSD	9-900-000-004-2.01	Water Bill 02/01/16-02/29/16	02/29/16	\$23.28
Town of Discovery Bay, CSD	9-900-000-004-2.02	Water Bill 02/01/16-02/29/16	02/29/16	\$355.66
Town of Discovery Bay, CSD	9-900-000-004-2.03	Water Bill 02/01/16-02/29/16	02/29/16	\$21.77
Town of Discovery Bay, CSD	9-900-000-004-2.04	Water Bill 02/01/16-02/29/16	02/29/16	\$6.04
Town of Discovery Bay, CSD	9-900-000-004-2.05	Water Bill 02/01/16-02/29/16	02/29/16	\$6.04
Town of Discovery Bay, CSD	9-900-000-004-2.06	Water Bill 02/01/16-02/29/16	02/29/16	\$6.04
Town of Discovery Bay, CSD	9-900-000-004-2.07	Water Bill 02/01/16-02/29/16	02/29/16	\$9.67
Town of Discovery Bay, CSD	9-900-000-004-2.08	Water Bill 02/01/16-02/29/16	02/29/16	\$9.67
Town of Discovery Bay, CSD	9-900-000-004-2.09	Water Bill 02/01/16-02/29/16	02/29/16	\$9.67
Town of Discovery Bay, CSD	9-900-000-004-2.10	Water Bill 02/01/16-02/29/16	02/29/16	\$9.67
Town of Discovery Bay, CSD	9-900-000-004-4.01	Water Bill 02/01/16-02/29/16	02/29/16	\$3.02
Town of Discovery Bay, CSD	9-900-000-004-4.02	Water Bill 02/01/16-02/29/16	02/29/16	\$11.18
Town of Discovery Bay, CSD	9-900-000-004-4.03	Water Bill 02/01/16-02/29/16	02/29/16	\$9.67
Town of Discovery Bay, CSD	9-900-000-004-4.04	Water Bill 02/01/16-02/29/16	02/29/16	\$3.02
Town of Discovery Bay, CSD	9-900-000-004-4.05	Water Bill 02/01/16-02/29/16	02/29/16	\$6.04
Town of Discovery Bay, CSD	9-900-000-012-0.01	Water Bill 02/01/16-02/29/16	02/29/16	\$6.04
Town of Discovery Bay, CSD	440	Payroll Reimbursement-Feb 2016	03/18/16	\$14,344.74
Verizon Wireless	9761192631	Cell Phone Bill Feb 2016	02/26/16	\$88.91
Verizon Wireless	9761192631	Community Center-Cell Phone Bill Feb 2016	02/26/16	\$88.87
Total				\$29,230.77

Request For Authorization To Pay Invoices (RFA)
For The Meeting On April 06, 2016
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/15 - 6/16

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Cintas	185547333	Uniforms	03/09/16	\$38.48
Cintas	185548194	Uniforms	03/16/16	\$38.48
Cintas	185549085	Uniforms	03/23/16	\$38.48
Comcast	8155400350238372/316	Internet Service	03/22/16	\$56.80
Delta Debris Box Service	19-0001222	20 Yd Bin	02/29/16	\$136.00
Discovery Bay Designs	1173	Personal Protective Equipment	03/14/16	\$313.59
Neumiller & Beardslee	275697	Professional Services Feb 2016	03/21/16	\$621.80
Pacific Gas & Electric	0403377952-3/030916	Electric & Gas Bill 02/08/16-03/08/16	03/09/16	\$43.51
Town of Discovery Bay, CSD	9-900-000-004-3.01	Water Bill 02/01/16-02/29/16	02/29/16	\$78.62
Town of Discovery Bay, CSD	9-900-000-004-3.02	Water Bill 02/01/16-02/29/16	02/29/16	\$9.67
Town of Discovery Bay, CSD	9-900-000-004-3.03	Water Bill 02/01/16-02/29/16	02/29/16	\$9.67
Town of Discovery Bay, CSD	441	Payroll Reimbursement-Feb 2016	03/18/16	\$1,016.78
Tee Janitorial & Maintenance	8221	Janitorial Service Mar 2016	03/16/16	\$280.00
Verizon Wireless	9761192631	Cell Phone Bill Feb 2016	02/26/16	\$88.93
			Total	\$2,770.81



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

April 6, 2016

Prepared By: Gregory Harris, District Engineer, HERWIT Engineering
Submitted By: Catherine Kutsuris, Interim General Manager

Agenda Title

Award of Bid for the Wastewater Treatment Plant No.2 Effluent Filtration Project to Lowest Responsive Bidder.

Recommended Action

Authorize the award of bid, for the Effluent Filtration Project at Plant No. 2, to the lowest Responsive Bidder in the amount listed on the bid with a 10% change order allowance, authorize the Interim General Manager to execute all contract documents, and concur with the finding that the project is exempt from the California Environmental Quality Act pursuant to CEQA Guidelines Section 15301 (Class I exemption).

Executive Summary

The Town's current NPDES permit requires the Effluent Filtration Project to be completed and operational by December 31, 2017. To complete the project with sufficient time for training and start up, bids should be awarded at the April 6, 2016 board meeting. It is anticipated that the Notice to Proceed will be issued on April 25, 2016.

Bids will be received on April 4, 2016. A summary of the bids will be presented at the April 6th meeting along with a copy of the bid from the lowest responsive bidder.

This project is listed on the current 2015/2016 CIP as project No. 5, 7, 10, and 12 with a remaining total budget cost of \$7,104,411. The cost of construction management, engineering support, and geotechnical support during construction is estimated at \$500,000. The Engineers estimate for the construction portion of the project is \$6.6 Million.

The Town is proceeding with an updated rate study and planned public or private financing of the project. The rate study is scheduled to be completed by May 18, 2016 with the adoption of the new rates by July 15th. Financing of the project will take place in July and August with proceeds likely available in September. The Town plans to use reserves to bridge the funding gap until financing is completed and to reimburse all expenditure from the funding proceeds. The Board previously approved a resolution which provides for reimbursement of project expenditures from the financing proceeds.

This project falls within the Class I exemption of the California Environmental Quality Act, which includes modifications to existing public or private facilities involving negligible or no expansion of use. The proposed project is designed to meet the permitting requirements of the District's NPDES permit and does not involve any increase in capacity or otherwise an expansion of the facility.

Fiscal Impact:

Amount Requested \$ Per attached Bid (up to 10% more if change orders apply)

Sufficient Budgeted Funds Available?: The Town has sufficient reserves to cover the period between contract issuance and when financing is completed. The Town is working on the Rate Study and Financing for the Project.

Prog/Fund # 21-1150. Category: CIP Wastewater

Previous Relevant Board Actions for This Item

Approved the 2015/2016 CIP.
March 2, 2016 Update on Filtration Project

Attachments:

Contractor bid from Lowest Responsive Bidder will be provided at the meeting

AGENDA ITEM: F-1

NOTICE OF EXEMPTION

To: County Clerk
County of Contra Costa
555 Escobar Street
P.O. Box 350
Martinez, CA 94553

From: Town of Discovery Bay Community
Services District (CSD)
1800 Willow Lake Road
Discovery Bay, CA 94505

Project Title: Effluent Filtration Project

Project Location – Specific: 17501 Highway 4, Discovery Bay – APN: 008-340-040/041/042

Project Location – City: Town of Discovery Bay CSD **Project Location – County:** Contra Costa

Description of Nature, Purpose, and Beneficiaries of Project: The Effluent Filtration Project is a requirement of the District’s Regional Water Quality Control Board Permit (Permit # NPDES CA0078590). The project consists of the installation of an effluent filtration system, ultraviolet light disinfection system, piping, minor earthwork, site mechanical work (pump and piping installation), site electrical and instrumentation. The entirety of the project is designed to comply with the RWQCB requirements. The District’s current NPDES permit requires the completion and operation of the improvements by December 31, 2017. All site improvements are located within the District’s existing Plant 2 facility, within an area that is currently improved. No undisturbed land will be affected or altered.

Name of Public Agency Approving Project: Town of Discovery Bay CSD

Name of Person or Agency Carrying Out Project: Town of Discovery Bay CSD

Exempt Status: *(check one)*

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: The project is exempt from CEQA pursuant to Section 15301 – Class 1 – which consists of alterations to existing public or private structures, facilities, mechanical equipment involving negligible or no expansion of use in an area.
- Statutory Exemptions. State code number:

Reasons why project is exempt: The project is designed to improve the quality of the wastewater discharges from the District’s facilities. No expansion of use is included in this project. The project includes compliance with all regulatory requirements including SWPPP standards.

Lead Agency

Contact Person: Catherine Kutsuris

Area Code/Telephone/Extension: (925) 634-1131

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ **Date:** April 6, 2016 **Title:** Interim General Manager

- Signed by Lead Agency
- Signed by Applicant

Date received for filing at OPR:



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

April 6, 2016

Prepared By: Catherine Kutsuris, Interim General Manager
Submitted By: Catherine Kutsuris, Interim General Manager

Agenda Title

Direction to HERWIT Engineering to prepare 2016-2017 Annual Assessment Report for the Ravenswood Improvement District, Discovery Bay Landscape & Lighting Zone #9

Recommended Action

Adopt Resolution No. 2016-05 authorizing the Assessment review of the Ravenswood Improvement District Landscape and Lighting Zone #9, and direct Herwit Engineering to prepare the Engineer's Assessment Report.

Executive Summary

As part of the annual assessment process for the Ravenswood Improvement District – Discovery Bay Landscape and Lighting Zone #9, the Board must approve and direct an Engineer's Assessment Report be prepared. This approval must be by Resolution.

Since its inception, the Engineer's assessment reports have been drafted and prepared by HERWIT Engineering (HERWIT). Due to their in-depth knowledge of the zone and access to historical data, staff recommends approving Resolution 2016-05, which directs HERWIT to prepare the 2016-2017 Annual Assessment Report for Ravenswood Improvement District – Discovery Bay Landscape and Lighting Zone #9.

HERWIT Engineering would perform this work under the current contract with the Town for an amount not to exceed \$1,500.00.

Fiscal Impact:

Amount Requested \$1,500.00

Sufficient Budgeted Funds Available?: YES

Prog/Fund # 9/2310 Category: Operating Expenses

Previous Relevant Board Actions for This Item

None

Attachments

Resolution 2016-05

AGENDA ITEM: F-2



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2016-05

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
REGARDING THE ANNUAL ASSESSMENT
OF THE RAVENSWOOD IMPROVEMENT DISTRICT
LANDSCAPE AND LIGHTING ZONE #9**

WHEREAS, the Board of Directors of the Town of Discovery Bay CSD, pursuant to a will-serve letter with the developer of that subdivision known as Ravenswood, has formed a landscaping, park, lighting and open space district, known as Ravenswood Improvement District – DB L&L Zone #9, for the purpose of providing for the operation and maintenance of landscaping, parks, street lights and open space installed in said subdivision by developer; and

WHEREAS, the Board of Directors now desires to levy the annual assessment for Fiscal Year 2016-2017 for such district.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY DOES HEREBY RESOLVE AS FOLLOWS:

1. The Board of Directors of the Town of Discovery Bay Community Services District, in an effort to deter crime, provide traffic safety, aid law enforcement, and provide a better neighborhood environment has formed an assessment district pursuant to California Streets & Highway Code, Division 15, Part 2, sections 22500 and following, pursuant to Resolution 2005-03.
2. The improvements, the operation and maintenance of which are intended to be funded by the assessments levied by the proposed assessment district, include all expenses associated with the maintenance and operation of non-privately owned landscaping, parks, street lights, and open space in the subdivision 8710 known as Ravenswood.
3. The assessment district consists of that property generally described as Subdivision 8710-Ravenswood being a subdivision of a portion of the Northwest quarter of Section 26, Township 1 North, Range 3 East, Mount Diablo Meridian as recorded in Book 458 of Maps, Pages 1-15, Contra Costa County Records.
4. HERWIT Engineering is hereby ordered to prepare a report for annual assessment for the assessment district in accordance with Article 4, of Chapter 1, of Part 2, of Division 15 (commencing with § 22565), of the California Streets and Highways Code, and to file it with the Secretary of the Board of Directors of the Town of Discovery Bay Community Services District.
5. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 6th DAY OF April 2016.

William Pease
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at this regular meeting, held on April 6, 2016, by the following vote of the Board:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Catherine Kutsuris
Interim Board Secretary



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

April 6, 2016

Prepared By: Catherine Kutsuris, Interim General Manager

Submitted By: Catherine Kutsuris, Interim General Manager *C. Kutsuris*

Agenda Title:

Contra Costa LAFCO request for comments on a Draft Agricultural and Open Space Preservation Policy

Recommended Action:

Consider whether to submit comments to the Contra Costa LAFCO on the Draft Agricultural and Open Space Preservation Policy

Executive Summary:

The Contra Costa Local Agency Formation Commission (LAFCO) is considering adopting a policy regarding the preservation of agricultural and open space lands. Although LAFCO does not have land use authority, their decisions regarding annexations and the provision of municipal services has a clear relationship to the preservation of open space and agriculture lands within our County.

The Mission of the Contra Costa LAFCO is to:

- Encourage the orderly formation of cities and special districts;
- Preserve agricultural and open space lands;
- Curb urban sprawl; and
- Encourage efficient delivery of services

In July of 2015, Contra Costa LAFCO hosted an agricultural and open space preservation workshop which included speakers from fifteen different agencies and organizations representing a broad range of regional and local interest.

The purpose of the proposed policy is to provide guidance to applicants on how to assess impacts on agriculture and open space, and to provide a frame work for LAFCO to evaluate and process in a consistent manner LAFCO proposals that involve or impacts to agricultural and/or open space lands.

LAFCO is encouraging all county cities and special districts to consider the proposed policy and to provide any comments. Comments are requested by May 11th.

Fiscal Impact: None.

Amount Requested

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Attachments:

Draft Preservation of Open Space and Agricultural Land

AGENDA ITEM: F-3

4.1 DRAFT PRESERVATION OF OPEN SPACE AND AGRICULTURAL LAND

INTRODUCTION

In accordance with the Cortese Knox Hertzberg Local Government Reorganization Act (“CKH Act”), the State Legislature finds and declares that the preservation of open space and agricultural lands is a “state interest” to be balanced with orderly growth and development (§56001).

Among the purposes of LAFCO are discouraging urban sprawl and preserving open space and agricultural lands (§56300). The CKH Act includes provisions that grant LAFCO the authority to consider and provide for the preservation of open space and agricultural lands.

LAFCO is specifically charged in some instances with protecting open space and agricultural land. For example, an island annexation may not be approved if the island consists of prime agricultural land [§56375.3(b)(5)]. LAFCO may not approve a change to an SOI where the affected territory is subject to a Williamson Act contract farmland or farmland security zone unless certain conditions exist (§§56426 and 56426.5).

Contra Costa LAFCO encourages planned, orderly, and efficient urban development while at the same time giving appropriate consideration to the preservation of open space and agricultural land (§56300).

When making a decision, LAFCO must consider whether a proposal could reasonably be expected to induce, facilitate, or lead to the conversion of existing open space and agricultural lands to other uses. Further, LAFCO should guide development away from existing open space and agricultural land, and encourage development of existing vacant and non-prime agricultural lands within a local agency’s existing jurisdiction or SOI [§§56377(a) and 56668(d)]. Finally, LAFCO must consider the effect of a proposal on maintaining the physical and economic integrity of agricultural lands [§56668 (e)].

An application or proposal for a change of organization, reorganization, the establishment of or change to a sphere of influence (SOI), the extension of extraterritorial services, and other LAFCO actions as contained in the CKH Act will be evaluated in accordance with LAFCO’s adopted policy on the Preservation of Open Space and Agricultural Land.

AUTHORITY OF LAFCO

LAFCO regulates boundary change and other proposals (e.g., SOI changes, extension of extraterritorial services, etc.) through approval or denial. The Commission also has the authority to impose terms and conditions (§§56885 -56890).

While LAFCO has considerable authority to provide for the preservation of open space and agricultural land, and impose terms and conditions, it may not directly regulate land use: “*A commission shall not impose any conditions that would directly regulate land use density or intensity, property development, or subdivision requirements*” [§§56375(6), 56886].

PURPOSE OF THE POLICY

The purpose of this policy is twofold: 1) to provide guidance to the applicant on how to assess the impacts of LAFCO proposals on agricultural and open space and to explain how the proposal intends to mitigate those impacts; and 2) to provide a framework for LAFCO to evaluate and process in a consistent manner, LAFCO proposals that involve or impact agricultural and/or open space lands.

DEFINITIONS

Several terms are important in understanding LAFCO's responsibility to preserve agricultural and open space resources. These terms and definitions are found below and are applicable throughout these policies. The CKH Act contains the following definitions for agricultural land, prime agricultural land and open space:

56016. "Agricultural lands" means land currently used for the purpose of producing an agricultural commodity for commercial purposes, land left fallow under a crop rotational program, or land enrolled in an agricultural subsidy or set-aside program.

56064. "Prime agricultural land" means an area of land, whether a single parcel or contiguous parcels, that has not been developed for a use other than an agricultural use and that meets any of the following qualifications:

(a) Land that qualifies, if irrigated, for rating as class I or class II in the USDA Natural Resources Conservation Service land use capability classification, whether or not land is actually irrigated, provided that irrigation is feasible.

(b) Land that qualifies for rating 80 through 100 Storie Index Rating.

(c) Land that supports livestock used for the production of food and fiber and that has an annual carrying capacity equivalent to at least one animal unit per acre as defined by the United States Department of Agriculture in the National Range and Pasture Handbook, Revision 1, December 2003.

(d) Land planted with fruit or nut-bearing trees, vines, bushes, or crops that have a nonbearing period of less than five years and that will return during the commercial bearing period on an annual basis from the production of unprocessed agricultural plant production not less than four hundred dollars (\$400) per acre.

(e) Land that has returned from the production of unprocessed agricultural plant products an annual gross value of not less than four hundred dollars (\$400) per acre for three of the previous five calendar years.

56059. "Open space" means any parcel or area of land or water which is substantially unimproved and devoted to an open-space use, as defined in Section 65560.

65560. (a) "Local open-space plan" is the open-space element of a county or city general plan adopted by the board or council, either as the local open-space plan or as the interim local open-space plan adopted pursuant to Section 65563.

(b) "Open-space land" is any parcel or area of land or water that is essentially unimproved and devoted to an open-space use as defined in this section, and that is designated on a local, regional, or state open-space plan as any of the following:

(1) Open space for the preservation of natural resources including, but not limited to, areas required for the preservation of plant and animal life, including habitat for fish and wildlife species; areas required for ecologic and other scientific study purposes; rivers, streams, bays, and estuaries; and coastal beaches, lakeshores, banks of rivers and streams, greenways, as defined in Section 816.52 of the Civil Code, and watershed lands.

(2) Open space used for the managed production of resources, including, but not limited to, forest lands, rangeland, agricultural lands, and areas of economic importance for the production of food or fiber; areas required for recharge of groundwater basins; bays, estuaries, marshes, rivers, and streams that are important for the management of commercial fisheries; and areas containing major mineral deposits, including those in short supply.

(3) Open space for outdoor recreation, including, but not limited to, areas of outstanding scenic, historic, and cultural value; areas particularly suited for park and recreation purposes, including access to lakeshores, beaches, and rivers and streams; and areas that serve as links between major recreation and open-space reservations, including utility easements, banks of rivers and streams, trails, greenways, and scenic highway corridors.

(4) Open space for public health and safety, including, but not limited to, areas that require special management or regulation because of hazardous or special conditions such as earthquake fault zones, unstable soil areas, flood plains, watersheds, areas presenting high fire risks, areas required for the protection of water quality and water reservoirs, and areas required for the protection and enhancement of air quality.

(5) Open space in support of the mission of military installations that comprises areas adjacent to military installations, military training routes, and underlying restricted airspace that can provide additional buffer zones to military activities and complement the resource values of the military lands.

(6) Open space for the protection of places, features, and objects described in Sections 5097.9 and 5097.993 of the Public Resources Code.

LAFCO's overriding objectives are to encourage the orderly formation of local government agencies, discourage urban sprawl, and preserve agricultural and open space resources. LAFCO must consider the effects that a proposal will have on agricultural and open space lands. By guiding development toward vacant urban land and away from agricultural and open space land, LAFCO promotes the protection of our valuable agricultural and open space lands. In furtherance of this objective, the CKH Act describes the intent of the legislation with regard to agricultural resources in §56377, which states:

56377. In reviewing and approving or disapproving proposals which could reasonably be expected to induce, facilitate, or lead to the conversion of existing open space lands to uses other than open space uses, the commission shall consider all of the following policies and priorities:

(a) Development or use of land for other than open space uses shall be guided away from existing prime agricultural lands in open space use toward areas containing non-prime agricultural lands, unless that action would not promote the planned, orderly, efficient development of an area.

(b) Development of existing vacant or non-prime agricultural lands for urban uses within the existing jurisdiction of a local agency or within the SOI of a local agency should be encouraged before any proposal is approved that would allow for or lead to the development of existing open space lands for non-open space uses that are outside of the existing jurisdiction of the local agency or outside of the existing SOI of the local agency.

GOALS, POLICIES AND GUIDELINES

The following Goals, Policies, and Guidelines are consistent with the legislative direction provided in the CKH Act. The Goals are intended to be the outcome LAFCO wants to achieve. The Policies provide direction with regard to how those Goals should be achieved by providing specific guidance for decision makers and proponents. Guidelines give stakeholders procedures and practical tips regarding what information LAFCO decision makers need to evaluate a proposal that affects agricultural resources.

GOALS

Agriculture is a vital and essential part of the Contra Costa County economy and environment. Accordingly, boundary changes for urban development should be proposed, evaluated, and approved in a manner that is consistent with the continuing growth and vitality of agriculture within the county. The following goals will help guide LAFCO's decisions regarding agricultural and open space resources.

Goal 1. Minimize the conversion of prime agricultural land to other land uses.

Goal 2. Encourage cities, the county, special districts, property owners and other stakeholders to work together to preserve agricultural lands.

Goal 3. Promote agricultural land preservation into long range planning consistent with principles of smart growth at the state, county, and municipal levels.

Goal 4. Preserve agricultural lands for continued agriculture uses while balancing the need to ensure orderly development and the efficient provision of services.

Goal 5. Strengthen and support the agricultural sector of the economy.

Goal 6. Fully consider the impacts a proposal will have on existing agricultural lands.

Goal 7. Protect the natural resources and surrounding areas that sustain agriculture in Contra Costa County.

POLICIES

It is the policy of Contra Costa LAFCO that, consistent with the CKH Act, an application or proposal for a change in organization, reorganization, for the establishment of or change to an SOI, the extension of extraterritorial services, and other LAFCO actions as contained in the CKH Act (“proposals”), shall provide for planned, well-ordered, efficient urban development patterns with appropriate consideration to preserving open space and agricultural lands within those patterns. The following policies support the goals stated above and shall be used by Contra Costa LAFCO when considering a proposal that involves agricultural and/or open space resources:

Policy 1. Vacant land within urban areas should be developed before agricultural land is annexed for non-agricultural purposes.

Policy 2. Land substantially surrounded by existing jurisdictional boundaries should be annexed before other lands.

Policy 3. In general, urban development should be discouraged in agricultural areas. For example, agricultural land should not be annexed for non-agricultural purposes when feasible alternatives exist. Large lot rural development that places pressure on a jurisdiction to provide services and causes agricultural areas to be infeasible for farming is discouraged.

Policy 4. The continued productivity and sustainability of agricultural land surrounding existing communities should be promoted by preventing the premature conversion of agricultural land to other uses and, to the extent feasible, minimizing conflicts between agricultural and other land uses. Buffers should be established to promote this policy.

Policy 5. Development near agricultural land should not adversely affect the sustainability of or constrain agricultural operations.

Policy 6. Where feasible, and consistent with LAFCO policies, non-prime farmland should be annexed before prime farmland.

Policy 7. The Commission will consider feasible mitigation (found in the following guidelines) if a proposal would result in the loss of agricultural land.

Policy 8. The Commission encourages local agencies to adopt policies that result in efficient, coterminous and logical growth patterns within their General Plan and SOI areas and that encourage protection of prime agricultural land in a manner that is consistent with this policy.

Policy 9. Property owners of agricultural lands adjacent to land that is the subject of a LAFCO proposal shall be notified when an application is submitted to LAFCO.

GUIDELINES

These Guidelines are intended to provide further direction regarding the application of LAFCO's Goals and Policies; to advise and assist the public, agencies, property owners, farmers and other stakeholders with regard to LAFCO's expectations in reviewing a proposal that involves agricultural resources; and to provide sample mitigation measures to address impacts to agricultural land.

Guideline 1. Applications submitted to LAFCO involving agricultural and/or open space resources shall include an Agricultural and Open Space Impact Assessment. At a minimum the following should be addressed:

- a. A proposal must discuss how it balances the State's interest in preserving open space and agricultural lands against the need for orderly development (§56001).
- b. A proposal must discuss its effect on maintaining the physical and economic integrity of agricultural lands [§56668 (e)].
- c. A proposal must discuss whether it could reasonably be expected to induce, facilitate, or lead to the conversion of existing open space land to uses other than open space uses (§56377).
- d. A proposal must describe how it guides development away from agricultural and/or open space lands.
- e. A proposal must describe how it facilitates development of existing vacant or non-agricultural and/or non-open space lands for urban uses within the existing boundary or SOI of a local agency.
- f. A proposal must discuss what measures it contains that will protect the physical and economic integrity of adjacent agricultural and/or open space land uses.

Guideline 2. The California Environmental Quality Act (CEQA) analysis for a proposal should evaluate the impacts affecting agricultural and open space resources, and should include an assessment of impacts to agricultural, prime agricultural, and open space lands as defined in the CKH Act. In the absence of an evaluation in the CEQA document, a supplemental agriculture and impact analysis will be required as part of the LAFCO application.

Guideline 3. If a proposal involves a loss of prime agricultural lands, property owners, cities, the County, special districts, and other agricultural conservation agencies should work together as early in the process as possible to adequately mitigate the impacts.

Guideline 4. The following factors should be considered for an annexation of prime agricultural and/or open space lands:

- a. The applicant should provide a land use inventory of the jurisdiction that indicates the amount of available land within the subject jurisdiction for the proposed land use.
- b. The applicant should provide an evaluation of the effectiveness of proposed measures to mitigate the loss of agricultural lands, and to preserve adjoining lands for agricultural use to prevent their premature conversion to other uses. Examples of such measures include, but are not be limited to:
 1. acquisition and dedication of farmland (e.g., substitution ratio of at least 1:1 for the prime land annexed), development rights, open space and agricultural conservation easements to permanently protect adjacent and other agricultural lands within the county
 2. participation in other development programs that direct development towards urban areas in the county (such as transfer or purchase of development credits)
 3. payment to responsible, recognized government and/or non-profit organization in Contra Costa County for the purpose of preserving agricultural lands; payment should be sufficient to fully fund the acquisition and dedication
 4. establishment of buffers to protect adjacent agricultural operations from the effects of development
 5. other measures agreed to by the applicant and the land use jurisdiction that meet the intent of replacing prime agricultural land at a minimum 1:1 ratio

Guideline 5. Detachment of prime agricultural lands and other open space lands should be encouraged if consistent with the SOI for that agency.

Guideline 6. Annexation for land uses in conflict with an existing agricultural preserve contract shall be prohibited, unless the Commission finds that it meets all the following criteria:

- a. The area is within the annexing agency's SOI.
- b. The Commission makes findings required by Gov. Code Section 56856.5.
- c. The parcel is included in an approved city specific plan.
- d. The soil is not categorized as prime agricultural land.
- e. Mitigation for the loss of agricultural land has been secured in the form of agricultural easements to the satisfaction of the annexing agency and the County.
- f. There is a pending, or approved, cancelation for the property that has been reviewed by the local jurisdictions and the Department of Conservation.
- g. The Williamson Act contract on the property has been non-renewed and final approval of the non-renewal has been granted.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

April 6, 2016

Prepared By: Brian Miller, Parks & Landscape Manager
Submitted By: Catherine Kutsuris, Interim General Manager

Agenda Title

Contract to Old School Concrete in the amount of \$14,250 for Concrete Work at the Community Center

Recommended Action

Authorize the Interim General Manager to sign, on behalf of the District, a contract with Old School Concrete in an amount not to exceed \$14,250 to address safety and ADA access issues at the Community Center.

Executive Summary

On February 17, 2016, the Board approved the use of one-time funds which were received from a PG&E gas line maintenance project as well as PG&E donation for the use of the Community Center during the gas outage that occurred during December. At the time, it was recognized that the cost listed for each of the projects was an estimate, and that final costs and any adjustment to the list of potential projects would return to the Board. The total revenue of \$349,411 has not yet been received. PG&E grant funds are still outstanding.

The Parks and Landscape staff has been working to obtain bids on these projects. Three bids were obtained for the work identified as Item # 2 (ADA Ramp and Gate at the pool) and Item #4 (remove and replace concrete trippers) from the February report. The bid is based on \$13.40 per square foot. The two other bids received had square footage costs of \$15.00 (\$15,945.00) and \$18.00 (\$19,135.00).

The work to be completed as part of this contract is:

- Remove and replace the 6'x5' and the 3'x3'6" back patio concrete area;
- Remove and replace 135 square foot concrete near the tennis courts;
- Install new ADA walk way allowing wheelchair access to the pool;
- Remove and replace concrete trippers near the dog park; and
- Remove and replace the 200 square foot concrete walkway at the east end of the property.

Fiscal Impact:

Amount Requested Amount Requested \$14,250
Sufficient Budgeted Funds Available?: Yes
Prog/Fund # PG&E Funding Category:

Previous Relevant Board Actions for This Item

Discussed at the January 30, 2016 Board Workshop
Approved at February 17, 2016 Board Meeting

Attachments

AGENDA ITEM: F-4

March 20, 2016

To: Catherine Kutsuris

The attached drawing depicts what the pickleball community suggests should be the use of Community Center Courts 3 & 4. This layout would provide six courts and leave room for player seating and shade areas.

We are providing this so those working on the court improvement issues will have what the pickleball community feels the best layout would be for that area if it were converted to pickleball use. However we have met with representatives of the adult tennis community who play regularly at the Community Center and they plus the pickleball community feel that increased pickleball courts should be at Cornell Park where the original design for increased courts was planned.

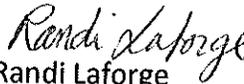
Our combined groups feel that the issue of closed court hours at the Community Center is a problem that needs to be addressed as well as the same issue with the Dog Park. It seems that for the long term for our community both the dog park and the tennis courts need to be available to the whole community as they are at Cornell. We know that there will be those who live next to Cornell Park that would like to have the tennis court there, but with the tennis facility at the Community Center they have tennis closer to their homes than many others in our community.

The pickleball community is still willing to participate in the cost of court increases at Cornell Park by having the TODB install about 175 ft of 5ft fencing and remark the court for four pickleball courts and the Pickleball community will provide the nets and over the next four years install permanent net systems to match the current net systems.

In addition there is already a complete design almost ready to go out to bid for an additional two courts just west of the current courts, so if there were a need for additional courts in the future the space and design has already been done.

For these reasons including the financial issues of spending far less per increased court, the undersigned wish to urge the TODB leadership to seriously consider repairing courts 3 & 4 for tennis play and converting the Cornell Park court to pickleball. As well as taking a hard look at what could be done to properly fence the Community Center property so the tennis courts and Dog Park had the same accessibility for the public as the other parks in our community.

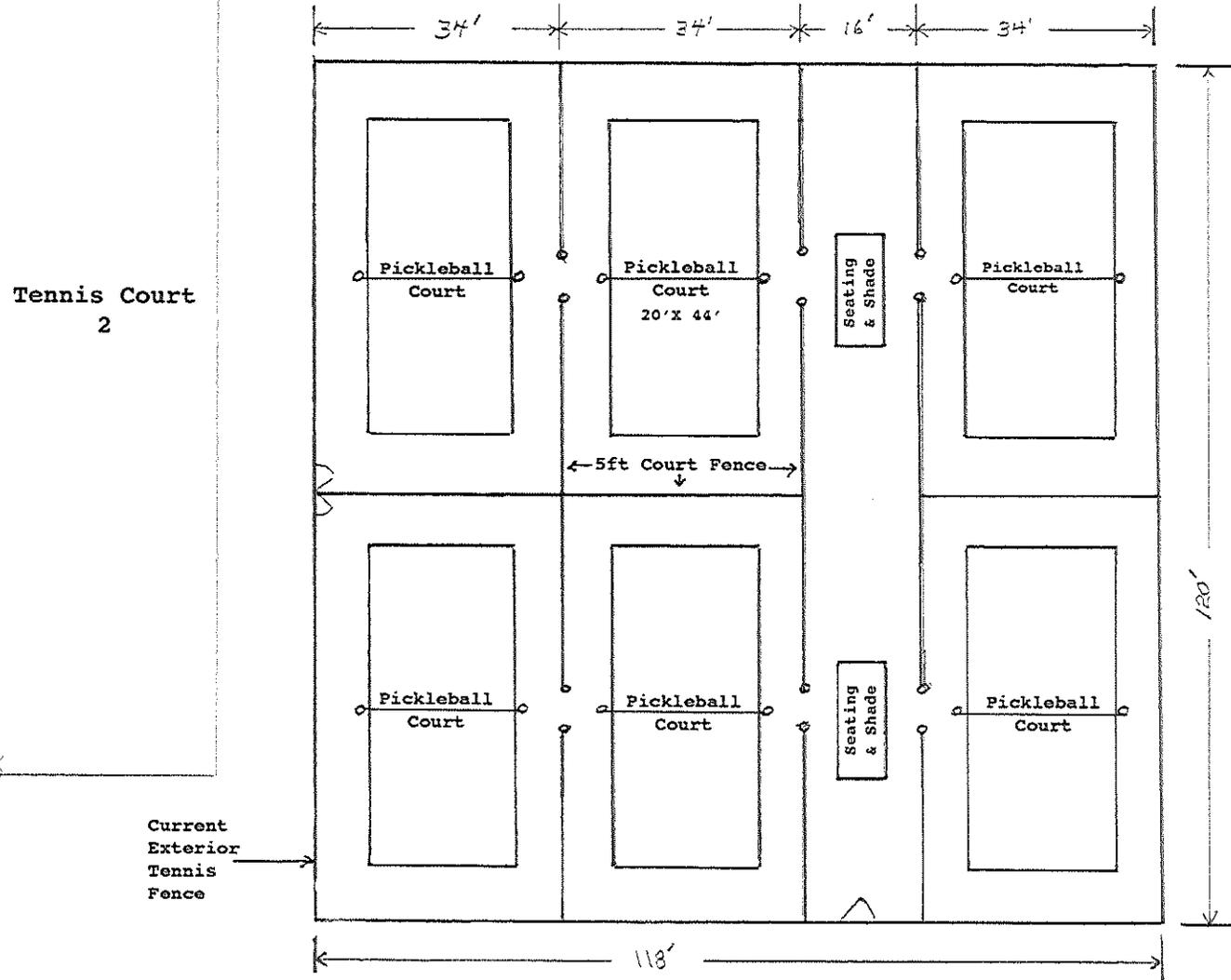
Respectfully,


Randi Laforge


Robert Lyman

Community Center Tennis Courts 3 & 4

Proposed Pickleball conversion



Not To Scale

3/10/2016

Central Valley Regional Water Quality Control Board

11 March 2016

Mr. John Walters
East Bay Municipal Utility District
375 Eleventh Street
Oakland, CA 94607

Request for Public Participation, EBMUD Bixler Maintenance Facility, 50 Bixler Road, Brentwood, Contra Costa County

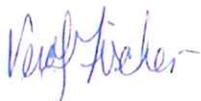
California Regional Water Quality Control Board, Central Valley Region (Central Valley Water Board) staff reviewed the *Groundwater Monitoring Report (3Q2015 Report)* dated 5 October 2015, submitted on your behalf by Engineering/Remediation Resources Group, Inc. (EERG). Staff also reviewed the case for closure.

Based on my review of the 3Q2015 Report, I believe this case is a good candidate for low threat closure. Prior to closure, a 60-day public comment period must be conducted. You submitted a draft Fact Sheet, site map, and distribution list to me via email dated 13 September 2013. In an email dated 13 November 2013, I informed you that public participation would be placed on hold pending completion of additional groundwater monitoring. With submission of the 3Q2015 Report, this request has been completed.

I have reviewed the 13 September 2013 draft Fact Sheet and edited it as necessary. I requested you make modifications to the Fact Sheet Figure, which was received via email dated 29 February 2016. A copy of the final Fact Sheet and figure are attached, and copies were emailed to you and EERG on 11 March 2016. In addition to the approved distribution list, please send a copy of the final Fact Sheet to this office and upload a copy to the State Water Resources Control Board's GeoTracker website.

By **30 March 2016**, please distribute the Fact Sheet to all parties identified on the distribution list, including this office and the GeoTracker database. The public comment period will run from 30 March 2016 to 30 May 2016.

If you have questions about this letter, you may call me at (916) 464-4792 or email me at vera.fischer@waterboards.ca.gov.



Vera Fischer, P.G.
Engineering Geologist

cc list and attachments page 2

EBMUD Bixler Maintenance Facility
50 Bixler Road
Brentwood, Contra Costa County

- 2 -

11 March 2016

Attachments: Fact Sheet
Fact Sheet Figure

cc: Mr. Sriram Iyer, State Water Resources Control Board, UST Cleanup Fund, Sacramento
Mr. John Schroeter, East Bay Municipal Utility District, Oakland
Mr. John Wiggins, Contra Costa County Hazardous Materials Program, Martinez
Mr. Don Lohr, Engineering/Remediation Resources Group, Inc., Martinez



State of California
Edmund G. Brown Jr.
Governor

Public Notice

The California Regional Water Quality Control Board, Central Valley Region (Central Valley Water Board) invites public comment on a request for regulatory closure, made on behalf of East Bay Municipal Utilities District (EBMUD) for the former leaking underground storage tank (UST) Site at 50 Bixler Road, Brentwood, Contra Costa County, CA (Site).

SUBJECT SITE:

EBMUD Bixler Maintenance Facility
 50 Bixler Road
 Brentwood, Contra Costa County, CA
 GeoTracker Global ID #T0601300775
 Case # RB-070052

PUBLIC PARTICIPATION COMMENT PERIOD: 30 March 2016 through 30 May 2016

CASE SUMMARY:

The Site is an active EBMUD Maintenance facility supporting the operation of water supply aqueducts (EBMUD Mokelumne Aqueduct) located on the northern edge of the property. To the south and west of the property are operating agricultural fields. To the east of the property, across Bixler Road, are private residences with domestic water supply wells in service. There are currently two double-walled aboveground fuel storage tanks in use at the facility.

The EBMUD Bixler Facility previously operated 5 USTs that contained gasoline or diesel fuel. One tank was removed in 1979 and the other 4 in 1990 with oversight by Contra Costa County. During removal of the USTs, petroleum hydrocarbons were detected in the excavation sidewalls indicating a release of gasoline had occurred at the Site.

Multiple soil, soil vapor, and groundwater samples were collected from across the Site between April 1990 and August 2015 to evaluate and monitor both the nature and extent of the gasoline release, and its potential effect on human health and waters of the State. The release was cleaned up by excavating impacted soil. Active Site cleanup along with natural degradation have reduced environmental impacts from the fuel release to levels that no longer threaten human health or waters of the State. The residual petroleum constituents are expected to continue to degrade and are not expected to migrate beyond their current extent. Water quality in the area is expected to be restored in less than 5 years.

The groundwater in the site vicinity is used as a source of drinking water for residents in the area. These wells have been sampled multiple times and are not impacted by the fuel release from the Bixler Site. The pollution is limited to the EBMUD property and the private wells draw water from a depth of 111 feet or greater.

Central Valley Water Board staff reviewed EBMUD's request for regulatory closure of this UST case and based on data compiled to date, believes there is merit to this request. As such, it is necessary to conduct a public participation comment period allowing interested parties to comment on the proposed case closure.

WHERE DO I GET MORE INFORMATION?

Any interested individual has the opportunity to provide comments or learn more about the case. General Information regarding the Site can be obtained from the State Water Boards GeoTracker web site at: <http://geotracker.waterboards.ca.gov/> and the case file for the Site is available for review at the Central Valley Water Board main office at 11020 Sun Center Drive #200, Rancho Cordova, California 95670



California Environmental
 Protection Agency

Matthew Rodriguez

*Secretary for
 Environmental
 Protection*



Regional Water Quality
 Control Boards, Central
 Valley Region

Karl E. Longley ScD, P.E.

Chair

Contact:

Vera Fischer

Regional Water Quality
 Control Board

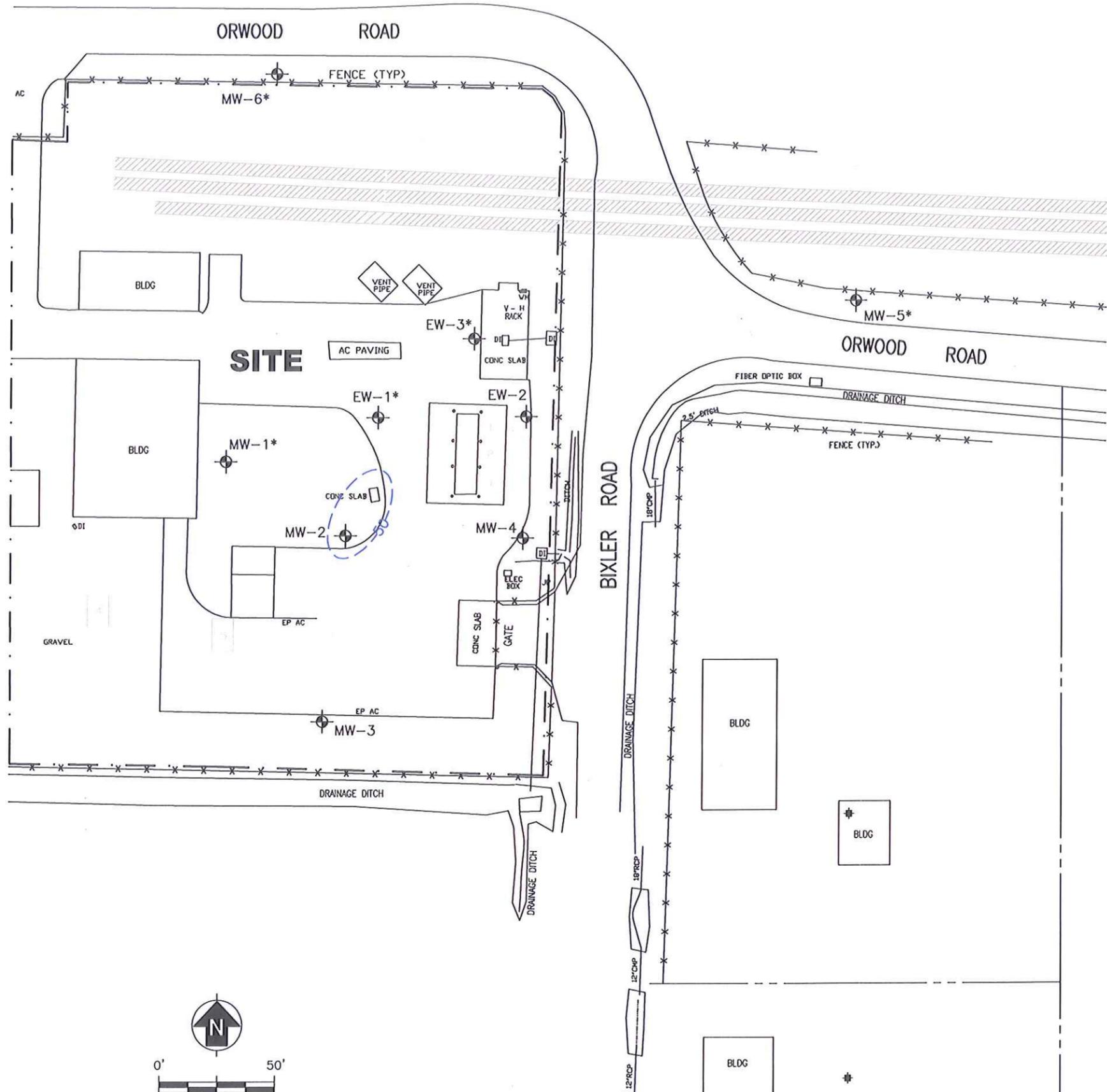
(916) 464-4792 or

vera.fischer@waterboards.ca.gov

11020 Sun Center Drive,
 # 200

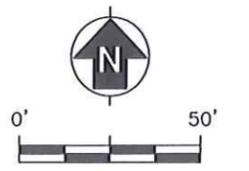
Rancho Cordova, CA

FILE NAME: N:\Graphics\2015\2015-07\Fig-4factsheet.dwg LAYOUT NAME: 4 PLOTTED: Monday, February 22, 2016 - 10:18am



LEGEND:

- ENVIRONMENTAL WELL
 - DOMESTIC WATER SUPPLY WELL
 - UNDERGROUND AQUEDUCTS
 - MW-6* WELL WAS NOT SAMPLED DURING THE AUGUST MONITORING EVENT
 - ESTIMATED EXTENT OF GROUNDWATER IMPACTS ABOVE DRINKING WATER STANDARDS
 - SITE BOUNDARY: BIXLER MAINTENANCE FACILITY
 - FORMER UNDERGROUND STORAGE TANK (LOCATION APPROXIMATE)
- 1 1000 - GALLON DIESEL
 - 2 1000 - GALLON UNLEADED GAS
 - 3 1000 - GALLON LEADED GAS
 - 4 110 - GALLON DIESEL
 - 5 500 - GALLON LEADED GAS



APPROXIMATE SCALE: 1"=50'

SOURCE: HARD COPIES OF DESIGN FILES PROVIDED BY AECOM, JULY 2013.

Engineering/Remediation Resources Group, Inc. 4585 Pacheco Blvd, Suite 200 Martinez, California 94553 (925) 969-0750	CLIENT: EAST BAY MUNICIPAL UTILITIES DISTRICT	CONCENTRATIONS OF PETROLEUM HYDROCARBONS IN GROUNDWATER AUGUST, 2015			
	LOCATION: BIXLER MAINTENANCE FACILITY 50 BIXLER RD., BRENTWOOD, CA	DRAWN BY: SC 02/05/16	CHECKED BY: EO 02/05/16	PROJECT NO. 2015-077	FIG NO. FACT SHEET FIGURE